

REGIONAL NAF PERSONNEL OFFICE

MWR Dept/NSA, VQ-Sewell's Point Sub-Region, Regional Recycling Program

VACANCY ANNOUNCEMENT

01/09/04

Does not confer to Civil Service Status

POSITION: **Supervisory Executive Housekeeper**
NF-1101-03

ANNOUNCEMENT# **SP 88-03A**

LOCATION: VQ/Bachelor Housing Dept./NSA
Norfolk, VA 23511

CLOSING DATE: Open Until Filled

AREA OF CONSIDERATION: Open

(1) Positions, Full-time/ Little Creek

NOTE: No relocation costs will be paid

Direct Deposit of salary is a condition of employment

DUTIES: Directly supervises Custodial Supervisors, Leaders and Custodial Workers. Authorizes and ensures the posting of work schedules, and ensures proper schedules and timekeeping entries into KRONOS. Randomly conducts Kronos audit reports and reviews transactions for each pay-period. Identifies problem areas and addresses with appropriate supervisor or Transient Manager. Identifies possible leave abuse and/or identifies misuse of system and addresses remedial action via the NAF Personnel Office. Coordinates daily cleaning schedules of assigned transient buildings to properly assigned available labor to meet daily requirements. Sets priorities and makes changes as needed. Ensures quality/quantity requirements are met, and initiates immediate corrective action as needed. Ensures personnel have all the required safety items, supplies, equipment and tools needed. Oversees preparation of all accident reports, and distributes to the proper departments. Inspects rooms for cleanliness and orderliness, ensures amenities are in correct placement, and maintenance issues are identified. Follows housekeeping check-off list in ensuring that all items in the rooms/suites are complete. Reviews and updates daily housekeeping status in the current Property Management System, and operates all functions of the housekeeping section and reports available in Property Management System. Informs employees of current rules, regulations, management and command policies. Provides or supervises on-the-job training and maintains training records. Writes job specific training lectures and schedules, and ensures that all mandatory training requirements are met. Provides training in the automated Housekeeping functions with AT&T and/or Sprint telephone interface with the Property Management System. Ensures cross training of employees. Maintains master files of Material Safety Data Sheets (MSDS). Evaluates the work performance of subordinate supervisors, and trains supervisors to properly evaluate subordinates. Participates in the quarterly/yearly selection board for "Employee of the Quarter/Year" and "Supervisor of the Quarter/Year" nominations and selections. Initiates recommendations for award/pay adjustments as applicable. Ensures performance/conduct issues are addressed promptly, in the appropriate manner, and reports all unresolved issues promptly to management for appropriate action.

QUALIFICATIONS: Must possess a minimum of 5 years experience as a custodial supervisor in military transient housing or the hotel industry. Must have a basic knowledge of transient housing and training or experience in: handling cleaning materials, chemicals and equipment, including hazardous materials; basic purchasing requirements (gov't exp preferred); asset inspection and management; and scheduling work load and personnel. Must possess ability to key data to a computer accurately in both word processing and spreadsheet formats, experience with Microsoft Word and Excel strongly preferred. Must be able to learn and successfully operate housekeeping portion of the Property Management System (PMS) room management system within 90 days of hire. Must possess excellent verbal and written communication skills, and be able to speak publicly to train groups of employees. Must be able to perform basic math computations using 10-key calculator with accuracy. Must be familiar with conference equipment to assist as needed, to include basic operation of overhead projector, slide projector, VCR /television, television projection system, and teleconferencing equipment. Must have basic knowledge of all required equipment, and be able to trouble shoot and determine repair/replacement needs, including vacuum cleaners, buffers, and carpet cleaners, hot tub and sauna.

-FILING INSTRUCTIONS: Applicants must submit a completed application and preference documents to: Regional NAF Personnel Office, 1200 Fechteler Road, Norfolk VA 23505. (Corner of Terminal Blvd and Diven Street)

-NOTE: Applications are available in the NAF Personnel Office. "Unless otherwise specified, all applicants must be 16 and over."

-EMPLOYMENT PREFERENCES: To claim a preference, you must submit documents as follows. Explanation and Application for preference are available at NAF Personnel Office. No preference is given unless requested and documented. ACCEPTANCE OR DECLINATION OF A POSITION ENDS ABILITY TO CLAIM PREFERENCE FOR SPOUSE OR IVS APPLICANT.

-MILITARY SPOUSE: Must attach a copy of military member's PCS orders and write SPOUSAL PREFERENCE on the front of the employment application.

- VETERAN: Attach copy of DD214

-INVOLUNTARILY SEPARATED MILITARY MEMBERS & DEPENDENTS: Must attach IVS Hiring Preference information form and one of the following: DD214 or copy of DD1173. ALL IVS PREFERENCE ARE APPROVED ONLY IF DISCHARGE/RE-ENTRY CODE MATCHES ELIGIBILITY LIST.

-ALL prior military discharged within the past 10 years must attach a copy of their DD214 showing the reason for discharge and re-entry code.

-Active Duty Military: Military regulations require that you obtain a special request authorization (NAVPERS 1336/3) prior to being accepted for outside employment. To be considered for NAF employment, you must attach a completed authorization form to all applications, and include your command POC name and phone number.

"The Department of the Navy is an Equal Opportunity Employer. All qualified candidates will receive consideration without regard to race, color, religion, sex, national origin, age, disability, marital status, political affiliation, sexual orientation or any other non-merit factors."

Web Site: www.nsa-norva.navy.mil

JOB Line: 440-JOBS (5627)